

CITY OF MILPITAS
Effective: June 1999
EEOC: Maintenance
FLSA: Non-Exempt
Unit: MSA
Physical: 2

MAINTENANCE SUPERVISOR/SENIOR MAINTENANCE SUPERVISOR

DEFINITION

Plans, organizes and supervises a section of the Public Works Maintenance Division; provides input to annual budget development, and provides and accounts for materials, equipment and supplies; plans and oversees public works projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This series describes two levels of first line maintenance supervisors engaged in the planning and supervision of public works maintenance, including streets, traffic signals, park and streets landscape, and utilities. These levels are distinguished from Public Works Maintenance Manager, which has overall responsibility for all public works maintenance and is a division manager. This series has two levels which recognize the differences in scope, scale and complexity of the job and the sections supervised.

Maintenance Supervisor: Positions classified at this level typically supervise a section of average size, budget and/or complexity. Positions assigned to this level may involve some of the attributes of Senior Maintenance Supervisor, but not overall.

Senior Maintenance Supervisor: Positions classified at this level are typically characterized by two or more of the following characteristics: responsibility for one of the largest groups of staff having responsibility as the sole section head for a functional area, and/or supervising a more technical area with more skilled staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the division head or department head.

Supervises assigned maintenance staff directly and through subordinate lead workers.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Plans, organizes and supervises the work of maintenance staff in streets, utilities, landscape, trees, or building maintenance.

Prioritizes and assigns work, schedules employee work shifts, overtime, vacation, sick leave coverage and related, and reviews and approves time cards.

Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards.

Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, and prepares documentation and recommends discipline and improvement plans for deficiencies.

Develops procedures and standards to ensure sound work and compliance with applicable regulations.

Plans, lays out, explains and may personally supervise large jobs and projects.

Evaluates, selects or recommends selection of, and orders materials, supplies and equipment.

Participates in management meetings and coordinates work with other supervisors, divisions and departments.

Coordinates work with outside agencies including work with regulatory agencies.

Conducts staff and safety meetings.

Prepares and maintains a variety of records, reports and correspondence related to maintenance activities.

Prepares input to the division budget, reviews and recommends payment of claims, and establishes and monitors contracts for related services.

Responds to emergencies in off-duty hours.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment involved in maintenance of assigned area (streets, utilities, parks and streets landscape.)

Principles and practices of supervision including work planning, direction, and personnel practices.

Regulations and standards governing maintenance and operation practices within assigned area.

Practices and procedures of basic budgeting and contract supervision.

Safety and safe work practices for maintenance work.

Ability to:

Plan, organize, schedule, assign and review the work of others.

Train, instruct, appraise and counsel employees.

Maintain records and prepare reports pertaining to the work of the group.

Evaluate and develop procedures, standards, and methods for work of the assigned area.

Communicate effectively orally and in writing.

Prepare and monitor budgets, and establish and monitor contracts for services and supplies.

Establish and maintain effective working relationships with City staff, outside agencies, vendors and suppliers, and the general public.

Exercise independent judgment and decision-making.

Read plans and specifications and interpret them to others.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Experience:


Three years of increasingly responsible experience in maintenance of streets, utilities, parks and/or street landscape including one year of experience as a lead worker over a crew.

LICENSE

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license is required.

When assigned to Parks or Street Landscape: possession of a California State Pesticide Applicator's certificate.

When assigned to Utilities: possession of a valid Water Treatment Operator certificate.



June Catalano, Acting City Manager